
To Submit an Inquiry Via SPPS Web

1. Log on to SPPS Web.
2. On the SPPS Web Main Menu, click **[INQUIRY]**. The **MANAGE INQUIRIES** window is displayed.
3. On the **MANAGE INQUIRIES** window, enter the search criteria and click **[SEARCH]** to research for duplicate records.
4. On the **MANAGE INQUIRIES** window, click **[ADD]** to add a new record. The **ADD INQUIRY** window is displayed.
5. On the **ADD INQUIRY** window, complete the mandatory fields that are designated by an asterisk (*).
6. Click **[SAVE]**. The **MANAGE INQUIRIES** window is displayed. The record is a Status Code 6 (New).
7. On the **MANAGE INQUIRIES** window, click **[RELEASE TO NFC]** to release the record to NFC to be processed. The record will be a Status Code 7 (Release to NFC). NFC cannot process until it is a Status Code 7.